

Web Shortcuts

Ctrl+F brings up a search box allowing you to search for a specific word on a page

Ctrl+D bookmarks a page

Ctrl+P prints whatever you've selected

Ctrl+T opens a new Tab

Ctrl+W closes the window

Ctrl+ makes the screen image larger

Ctrl- makes the screen image smaller

Backspace to go back a page

Space Bar to go down a page

Shift+Space Bar to go up a page

Word Tip

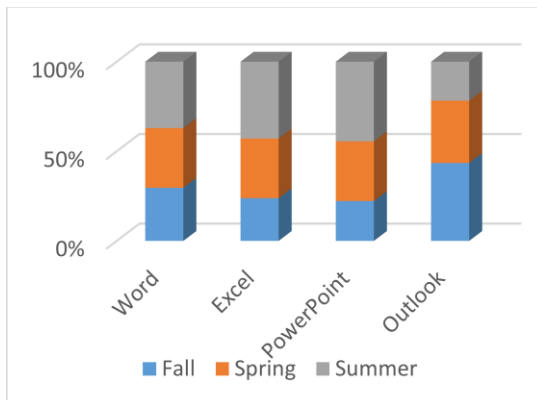
Many clip art images have a white background. To remove a background from an image in Word 2010:



1. Insert the image
2. Double-Click the image (takes you to the Format Tab for the image)
3. Select **Remove Background** (on the Ribbon, at the left)
4. Verify the effect
5. Select **Keep Changes** (checkmark)

"You'll never know everything about anything, especially something you love."

Julia Child



Add a Chart

In Word or PowerPoint

On the Insert Tab, Click **Chart** and a small Excel worksheet will appear. Key or copy your data into the worksheet to have the chart appear with data in your document.

IT Training Classes

If you already use Word, take the Assessment for Word Basic, then enroll in Intermediate to advance your skills.

Use MyMadison to enroll in a class. The courses for the entire year are in there.

Excel Intermediate is packed with time savers. Things learned in Excel Basic are fast-tracked and simplified in Intermediate.



Contact us to request custom training for your Department.